



# JEFFERSON PARISH LOUISIANA

## PURCHASING DEPARTMENT

Our mission is:  
"Provide the services,  
leadership, and vision to  
improve the quality of life  
in Jefferson Parish."

AARON F. BROUSSARD  
PARISH PRESIDENT

November 19, 2009

PATRICIA W. LASSALLE  
PURCHASING DIRECTOR

### ADDENDUM #2

**RFP 0199**

**Bid Receipt Date: November 25, 2009**

**REMOVAL OF WORDING:** Page 16, third paragraph states: IF CONTRACTOR HAS NOT ALREADY PERFORMED WORK FOR JEFFERSON PARISH, CONTRACTOR WILL PROVIDE REFERENCES FROM AT LEAST 3 OTHER **LOUISIANA PARISH** CLERKS OF COURT FOR DIGITIZING AND PROVIDING ARCHIVAL FILM OF CLERK OF COURT RECORDS.

**REPLACE WITH WORDING:** Page 16, third paragraph: IF CONTRACTOR HAS NOT ALREADY PERFORMED WORK FOR JEFFERSON PARISH, CONTRACTOR WILL PROVIDE REFERENCES FROM AT LEAST 3 OTHER CLERKS OF COURT FOR DIGITIZING AND PROVIDING ARCHIVAL FILM OF CLERK OF COURT RECORDS.

### **CLARIFICATION FOR THE NUMBERING SYSTEM AND ENVELOPES:**

1. The numbering system: Each year in the 1970's, the numbering of the records begins at 1. All Images will be numbered in this manner: YYYY-#####. **EXAMPLE: Record number 1825 in 1975 would appear as 1975-001825.**
2. Envelopes: The contents of all envelopes, if paper (other than photographs or magazines) will be imaged in their entirety. If the outside of the envelopes contain any information, they also will be imaged.

### **Questions and Answers for RFP 0199:**

1. Can you provide the number of criminal cases involved in the scope of work for this RFP? **Answer: Rough estimate 3000 per year or 30,000**
2. Can you submit your company's own corporate resolution? **Answer: Yes, however you must return the Corporate Resolution Form included in the RFP Proposal as well.**
3. On Page 13 (item 1.32) states that the contractor shall maintain all records in relation to this contract for a period of at least 3 years. However, the scope of the project denoted on page 16 of the RFP states that the contractor is to destroy the scanned records within 30 days of receiving permission to destroy from JPCC. Do we destroy or maintain the records? **Answer: The vendor will destroy what is imaged 30 days after approval from JPCC is given, but the vendor has to keep their internal records of the project for 3 years.**
4. Are the PDF files to be delivered as single page? **Answer: No. The PDF version should be inclusive of all pages in the record.**
5. Do requests need to be encrypted if delivered via email? **Answer: No. Requests do not have to be encrypted if delivered via email.**





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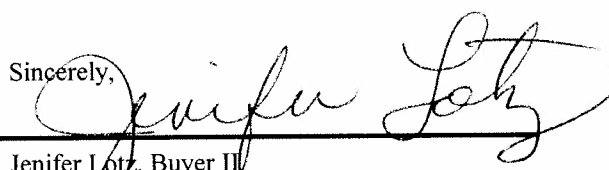
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6. In Section 2.1 Scope of Services on page 16 fourth paragraph: Contractor will not transfer electronic data or images outside of its Facility to perform any conversion tasks. As long as the data/images are kept within the confines of the contractor's network, images and data can be moved/distributed to facilitate the indexing process? **Answer: As long as the materials and data remain in the confines of the contractor awarded the contract, vendor may utilize other facilities to perform the work.**
7. If the vendor has performed work with Jefferson Parish before are they required to submit financial statements? **Answer: Yes, all vendors submitting proposals must submit the "Financial Profile of Company" as stated on page 18 in the Qualifications and Experience.**
8. What percentage of the paper is considered delicate and/or damaged? **Answer: Undeterminable. However, the records have been stored neatly in banker's boxes for quite some time.**
9. What percentage of the files have photos and other media designated as non-scannable? **Answer: Undeterminable.**
10. Does the pickup facility have a load/unload docking area? **Answer: No.**
11. Can a vendor visit the warehouse and view folders to get a better understanding of the scope of work? **Answer: Yes- by appointment only.**
12. Please confirm that the indexing is at the folder level as: Year filed and Case Number. **Answer: Yes. See clarification and example above.**
13. Will the single page TIFF images be labeled as i.e. 0025.TIFF within a folder? **Answer: Yes.**

**PLEASE NOTE ADDENDUM NUMBER 1 AND 2 MUST BE SIGNED AND  
RETURNED IN YOUR PROPOSAL.**

**THIS ADDENDUM FORMS A PART OF THE CONTRACT DOCUMENTS AND MODIFIES THE ORIGINAL BIDDING DOCUMENTS AND SPECIFICATIONS. THE CONTENTS OF THIS ADDENDUM SHALL BE INCLUDED IN THE CONTRACT DOCUMENTS. CHANGES MADE BY THIS ADDENDUM SHALL TAKE PRECEDENCE OVER THE DOCUMENTS OF EARLIER DATE.**

Sincerely,

  
Jenifer Lotz, Buyer II  
Jefferson Parish Purchasing Department

**PLEASE SIGN AND RETURN THIS ADDENDUM IN ITS ENTIRETY WITH THE BID PROPOSAL.**

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_